Joint Annual Report of Hospice
2018 User Instructions

Downloading and Saving the Hospice Program

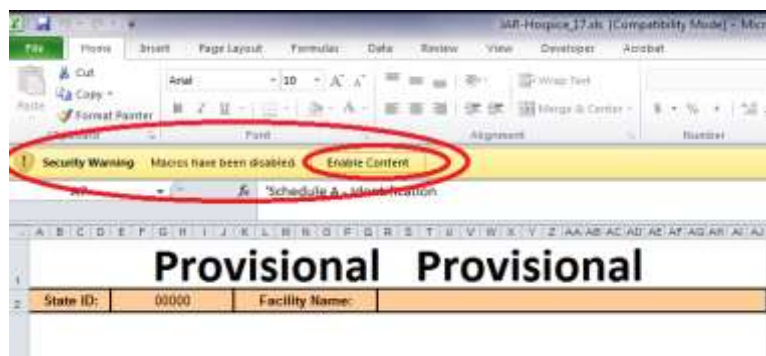|	
The Hospice program was developed in Excel, a common Microsoft Office application. This is a spreadsheet program and may be able to be used by other spreadsheet programs. Download from the website by going to: http://tn.gov/health/article/joint-annual-report-of-hospice Click on the first icon to read, save and print User Instructions. Click on the second icon to read, save and print Tips to Avoid Common Errors. Click on the third icon to save (download) and open the program in Excel.	
If you see a security warning, please respond Enable Macro. If this step prevents you from opening the file, contact your IT consultant. Save the Excel document to your hard drive, using **File**, **Save As** and navigating to a location on your hard drive where your work will be stored between data entry sessions. Name the file with your state ID and facility name and **Save.** (**Example: "01234-ABC Hospice"**)	

Navigating Within the Hospice Program
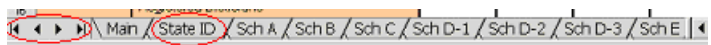
The Main "menu" provides a link (blue) to each of the schedules and to the Administrator's Declaration Page (electronic signature). There is also a link to the "Find your State ID" sheet where you can look up your five digit number that is used to identify your facility. The facilities are listed alphabetically by county name. The Error Listing is also linked from the main menu.	
Also, at the bottom of each screen you will see the tabs that name the schedules and other sheets available for your use. Use the arrows to see additional sheets.	
For your convenience at the end of each schedule there are **links** to click as shown.	
All Schedules To move to the next data field, you may use the **Tab** key (generally moves across the page) or the **Enter** key (generally moves down the page) on your keyboard, or use your **mouse** to go to a particular field. You may also use the **arrow keys** on your keyboard to move in the desired direction.	

Entering Data

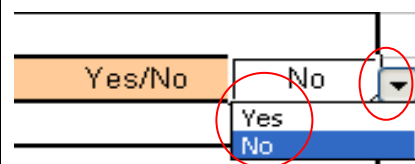|	
Whenever you leave the Excel program, by using the **X** in the top right of the screen, a message may ask if you want to save the changes. Respond **Save** or data you entered will be lost. You may save the file prior to leaving the Excel program. Choose the location on your hard drive to which you saved before. Always using the same name to save as this will eliminate the possibility of having partial data in multiple locations.	
Instructions and definitions are included on the form itself. **Please read these carefully prior to completing each Schedule.** Also please refer to the document that was included in the mailing, **General Information and Tips to Avoid Common Errors**.	
Data Fields Only data entry fields (white) are available for selection. Other areas of the worksheet, such as tan boxes or areas outside the form itself, are protected. Please attempt to answer all questions by supplying information in each white box, unless otherwise instructed.	

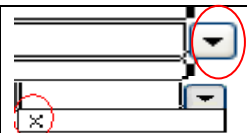|	
Use of Drop-down boxes for Yes/No and other questions To select Yes or No, use the drop-down selection. Answer every Yes/No question. If there is more information requested after a Yes answer, provide or specify that information.	

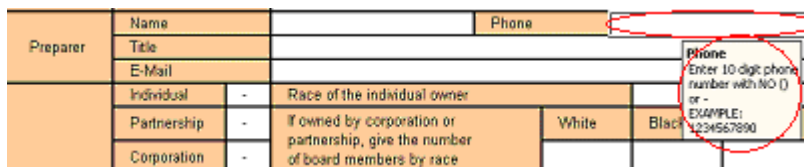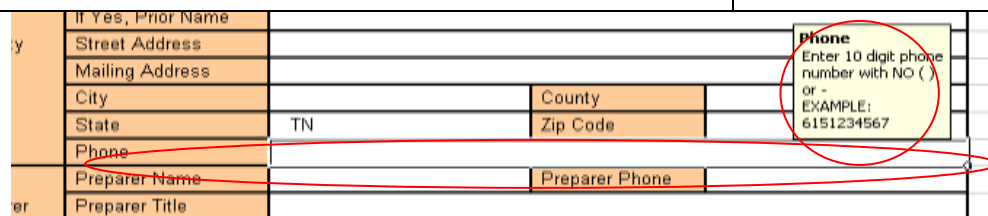|	
Use of Drop-down boxes for "X" and other questions The drop-down box using the arrow provides an "X" to select. If typing a response, use only upper case "X" (lower case will register as an error).	
Changing an answer If you need to change your answer in a drop-down field, return to the drop-down box and make the correct selection. If you need to change your answer, in a drop-down field, click into another data field, return to the dropdown box and use the Delete key on your keyboard.	
Helpful information and definitions Some data fields have associated frames with helpful information or definitions. If the helpful information gets in the way of entering or seeing a field, simply click (hold) and drag with the mouse to move it to another location.	

Errors and Errors Sheet

Error checking	
The Excel spreadsheets onto which you enter data have built-in error checking which occurs in boxes to the right of the data entry. "Ok" indicates that there is likely no Error. "Error" indicates that there may be an error in the data provided. All "Error " fields that remain may be corrected on the schedule form, or you may explain why the data cannot be changed in a comment on the Error sheet.	

Errors Sheet	
All "Error" fields from the various schedules are listed in the Error Listing sheet. You may go to the Errors sheet from the Main menu link or from the sheet tab at the bottom of any screen. All lines marked **"OK"** in the first column indicate that the error description does not apply and the data is probably not in error. The lines marked "**Error**" describe likely errors in the data that was entered. A link is provided to return to the schedule involved to make a change in the data, if possible.	

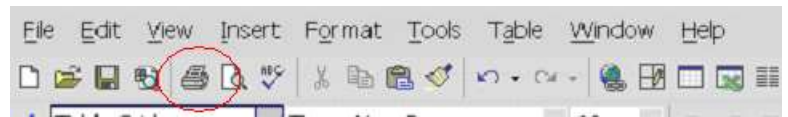| **Comments/Explanations**	
If you find that you cannot change the data to eliminate the "Error" message, a descriptive comment or explanation on the reason why this cannot be done must be entered in the last column. These comments will be reviewed upon submission. You may or may not be queried about the error for which you provide a comment.	

Printing

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Printing Schedules After you have entered data, print by selecting each schedule and using File/Print or the Print Icon. This printout will be a record of the data you submitted.	
Printing only Main page, All Schedules and Declaration page If you wish to print only the Main page, all the schedules and the Administrator's Declaration page follow these instructions. Go to the tabs at the bottom of Excel program and highlight the first tab (**Main**) and hold the shift key. Then find and click on the **Adm Dec** tab. Click on the preview icon to view the pages that should print and click on the print button.	
Printing Entire Workbook If you wish to print all the schedules, the error list, and StateIDs use **File/Print.** At the resulting screen, select **Entire workbook** and **OK**. **NOTE:** Printing Entire workbook will print all pages in the Excel program. This option will take up to 28 more pages than printing individual schedules (17 pages).	
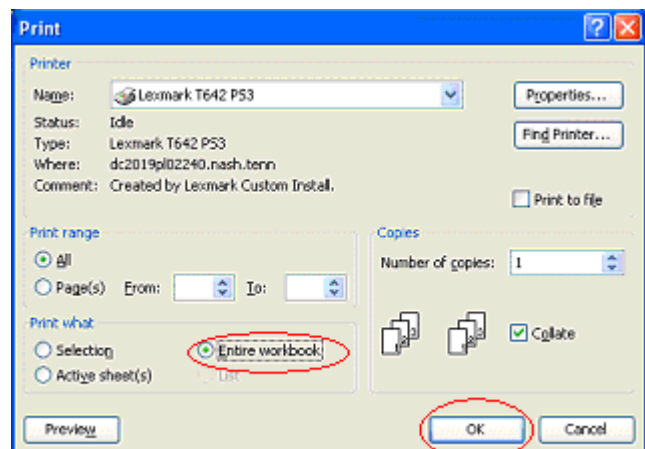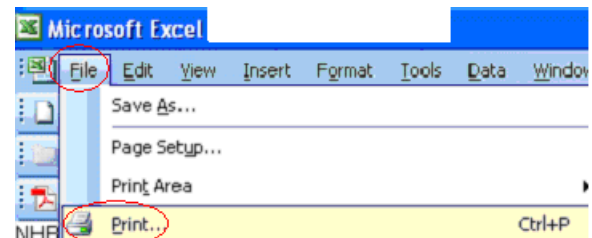
Saving

When you leave the Excel program by using the X in the top right of the screen, a message will ask if you want to save the changes. Respond **Yes** or data you entered will be lost.

Choose a location on your C: drive that you will be able to locate later.

BE SURE your State ID and Facility Name are part of the File Name the last time you save. Example: "01234-ABC Hospice"
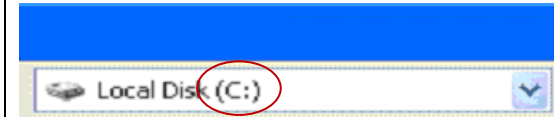
Submitting Data

Submit the form via e-mail attachment to: **JARHospice.Health@tn.gov** or you may make a copy of the Joint Annual Report (Excel file) from your hard drive to a CD. Label the CD with your facility's name and State ID and mail it to:

Mr. Lonnell Matthews
Tennessee Department of Health
Health Statistics
Second Floor, Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243

There is no need to mail or fax a paper form.

DUE DATE: August 31, 2018 no later than 4:30 p.m. (Central Standard Time)

If you have any questions, call Mr. Lonnell Matthews, (615) 741-5845 or email JARHospice.Health@tn.gov

Attaching Excel to Email

To E-mail the report, address e-mail to **JARHospice.Health@tn.gov** and put in subject line the State ID, Facility Name and Hospice_18. Go to the **attachment** icon and click on (browse or look in) and find the file name on your computer at the location that you saved it. **Attach** it and **send** it. You will receive an e-mail confirmation that the report has been received. Please print that e-mail for documentation purposes to confirm that the report was received by Health Statistics.